

MISSING MIDDLE AWARD COMMITMENT - WHAT'S NEXT?

Many of the mentioned forms will be available on the Missing Middle webpage

✓ **Background/Credit Check**

- Developer and each key employee must complete the Background and Credit Check Authorization forms.
- We are legislatively required to verify the following:
 - The award recipient (developer) and key employees can pass a criminal and civil background check
 - The developer must pass a financial capacity and creditworthiness test
 - The developer is not under debarment with the US government
- Upload completed forms into your secure SharePoint folder and notify your file manager.
- Note: Background and credit check forms must be received and individuals cleared by MSHDA before we will enter into a grant agreement.

✓ **Award Letter Conditions** - Satisfy any additional conditions specified in the award letter.

✓ **Prevailing Wage Requirements** - **A prevailing wage chart will be attached to your grant agreement and will remain the acceptable wages thru the construction of your project.**

- Begin distributing and collecting wage related documents, particularly if construction has or will begin before the grant agreement is executed.
- Prevailing Wage Certification Form – All contractors must complete this document. We recommend you collect them with sworn statements.
- Prevailing wages pertain to anyone working directly on-site. Ex: a roofer working on-site but not a roofer working in a factory on a modular home.
- Waiver of Wages forms (if applicable) – Any unpaid volunteer working on-site must complete this document. (ex: Habitat builds)
- While not required until you seek reimbursement, we recommend you upload the wage documents to SharePoint as you gather them. You may upload several in one file, particularly if they share a commonality (i.e., same contractor; time frame; all volunteer forms).

✓ **Grant Agreement** – We will work together to determine the best time to execute.

- Ideally you notify our office shortly before you financially close or as you begin construction so we can draft the grant agreement.
- Once MSHDA has received notification of financial closing and/or construction start, and other required conditions have been satisfied, the grant agreement will be circulated by MSHDA.

AFTER GRANT AGREEMENT IS SIGNED:

- MSHDA will provide you with the fully executed grant agreement.
- You should begin or continue collecting wage related documents as explained above. You can also begin uploading them into SharePoint so they are ready when you seek reimbursement.
- You will begin remitting quarterly reports on a project specific MSHDA form we will provide once the grant agreement is executed.
 - Reports can be uploaded into your new SharePoint folder or emailed to your file manager.
 - Quarterly reports are due the 14th of the month following the end of a quarter. For example, the report for the period of January-March is due April 14th.
 - Quarterly reporting timeline is Exhibit G of your grant agreement and is also available on the Missing Middle webpage.